

# OPTIONAL “INTENT TO FILE” PROCESS

For Veterans and Survivors who need additional time to gather their claim information, but want to save the earliest possible effective date, VA is using a new “intent to file” process. A Veteran or Survivor, or his or her authorized representative, can submit minimal information to establish a potential effective date for benefits and then take up to one year to gather evidence and submit the required standard form.

**Remember: Only one “intent to file” per general benefit can be active at any given time, and only one standard claim form will correspond to the active “intent to file.”**

“INTENT TO FILE” OPTIONS



## WITH A VSO

By working closely with an accredited Veterans Service Officer (VSO) to file electronically through the Stakeholder Enterprise Portal (SEP)



## ELECTRONICALLY (VETERANS COMPENSATION ONLY)

By initiating and completing the personal information page and saving (but not submitting) the online application for compensation through eBenefits



## BY PHONE/IN PERSON

By calling the VA National Call Center at 1-800-827-1000 or visiting a public contact representative at a VA Regional Office



## BY PAPER

By completing VA Form 21-0966, *Intent to File a Claim for Compensation and/or Pension, or Survivors Pension and/or DIC*, and mailing or faxing to VA

If a Veteran or Survivor chooses to submit an “intent to file,” he or she may complete the standard claim form electronically or via a paper application, regardless of what “intent to file” method is used. VA encourages Veterans to file their compensation claims online through the eBenefits web portal.

Veterans and Survivors are encouraged to work with a Veterans Service Officer who can file the information online through the **Stakeholder Enterprise Portal**. Forms may be downloaded at [www.va.gov/vaforms](http://www.va.gov/vaforms). Claimants may call **1-800-827-1000** to have the correct form sent to their homes. Completed forms should be mailed or faxed back to VA.

FOR MORE INFORMATION

Visit [www.benefits.va.gov](http://www.benefits.va.gov) or call 1-800-827-1000

